

Craftsbury Schools

K-12 Handbook & Calendar

2009-2010



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August 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 <i>Teacher Professional Development</i>	25 <i>Teacher Professional Development</i>	26 <i>Teacher Professional Development</i>	27 <i>Teacher Professional Development</i>	28 <i>Teacher Professional Development</i>	29
30	31 <i>First Day for Students</i>					

General Information

Principal's Message – Chris Young

This handbook and calendar publication is the result of work performed by a handbook committee consisting of parents and teachers. The intent is to provide members of the school community with information regarding school policies and procedures.

Craftsbury Schools Mission Statement

Craftsbury Schools are student-centered schools. The common thread throughout our schools is respect for all people and property. Our schools will enable individuals to achieve a high, measurable level of academic and social competence through a variety of learning experiences. Students will learn in an inclusive, accepting, safe environment that prepares them to live full, independent, and participatory lives.

Policy on Nondiscrimination

The Orleans Southwest Supervisory Union, and the Craftsbury Town School District will not discriminate on the basis of race, color, religion, national origin, sex or handicap in admission to, access to, treatment in or employment in its programs and activities. If you have any questions or concerns, contact Mr. Chris Young, Principal of Craftsbury Schools, who has been designated to coordinate the school's efforts to comply with Federal laws VI, Title IX and Section 504, or Mr. Mark Andrews, Co-Superintendent and Equity Coordinator for the Orleans Southwest Supervisory Union.

Craftsbury School Board

Ms. Julie Marckres, Chairperson
Mr. Steve Moffatt
Mr. Randy Martin
Mr. Harry Miller
Mr. John Zaber

The school board meets regularly on the third Tuesday of each month in the Academy Common Room. Additional meetings are warned on an as-needed basis. Meetings normally begin at 6:00 p.m. Interested people are encouraged to attend.

Craftsbury School Board Philosophy Statement

The public schools of Craftsbury belong to and are supported by the residents of this town.

The purpose of the Craftsbury Schools is to provide the educational opportunities that lead every child to fulfillment of his or her potential as a productive individual. School programs will seek to meet the needs and aspirations of the students and community. School courses should present the experience and wisdom of the past and the aspirations of the future.

Every child in this community has a right to, and a responsibility for, an education. We believe students must develop reading, writing, speaking, arithmetic, and reasoning skills as fully as their individual capacities allow. Other courses will widen and

deepen these skills. Because it is patently impossible to anticipate human events, fundamental intellectual development remains the primary objective of formal education.

Craftsbury Schools Quality Indicators

As a result of their experiences as members of the Craftsbury Schools community, Craftsbury graduates will

- Demonstrate **academic knowledge and skills** in order to participate and communicate effectively in a global economy
- **Solve problems** critically and creatively.
- Demonstrate **personal qualities** such as curiosity, respect for others, and personal integrity.
- Understand and demonstrate the value of **citizenship** as it relates to local and global communities
- Demonstrate an **appreciation of the arts and other cultures**
Engage in **lifelong activities** that promote healthy decisions and a respect for themselves in relation to the environment.

Safety Planning

It is the policy of the Craftsbury Town School District to maintain a safe, orderly, civil and positive learning environment, and to be prepared, in so far as possible, to prevent and respond to unexpected crises quickly and appropriately. While the very unexpected nature of a crisis may make preparation difficult, the Board believes that staff and students should be ready to respond quickly and appropriately to emergency situations. The Superintendent is directed to develop protocols and procedures to implement this policy.

Educational Support System

It is the policy of the Craftsbury Town School District to provide a continuum of educational services through a comprehensive Educational Support System to increase the ability of the schools to meet the needs of all students in the general education environment.

The Superintendent will assure that the District shall develop a comprehensive system of education services to create an Educational Support System (ESS) to assist teachers in accommodating children in the regular classroom. This policy will comply with the requirements of 16 V.S.A. §§ 2901, 2902 and 2904, and Rules 2194 and 2120.8.1.3.1 of the Vermont State Board of Education.

Features of the system that are available to students include Educational Support Teams, Individualized Educational Plans, and Section 504 Individuals with Disabilities Act plans. Please contact your child's teacher, guidance counselor, or the administration if you have questions.

September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 <i>Labor Day Week- end—No School</i>	5
6	7 <i>Labor Day—No School</i>	8	9	10	11	12
13	14	15	16	17 <i>K-12 Open House</i>	18	19
20	21	22	23	24	25 <i>Grades 5-12 Progress Reports</i>	26
27	28	29	30			

Staff Directory

Instructional Staff

Mary Babbidge Secondary Student Services
Laurel Barbieri Middle School Language Arts/Social Studies
Christina Billings Elementary Student Services
Andrea Brightenbach K-12 Instrumental and Choral Music
Sue Brown High School Guidance, K-12 SAP
Judy Carpenter Elementary Student Services
Nina Church Title I Reading Recovery
Aaron Cornelius High School History
Julie Donaghy Middle/High School Art
Jean Dutton K-8 Mathematics Interventionist
Debra Fairbanks Elementary/Middle School Guidance
Susan Field 4th Grade Teacher
Tule Fogg Elementary & Middle School Art
Sue Fogle High School Mathematics
Walter Gutzmann Middle School/High School Science
Gail Hurlbut Secondary Student Services
Bridget Kalmar Grades 7-12 Spanish
Jennifer LaPoint K-12 School Nurse
Robert Libby High School Science
Jennifer Linck K-12 Librarian
Judy Locke 5th & 6th Grade Teacher
Pam Luther 5th & 6th Grade Teacher
Lisa Martin-Baker High School Student Services
Heather Masse' Elementary Student Services
Barbara Massucci 3rd Grade Teacher
Val Mesa Kindergarten Teacher
Eve Moffatt Planning Room Coordinator
Kisha Parson Elementary Physical Education
Donald Pierce Middle/High School Physical Education
Jim Raas Middle/High School Industrial Arts
Antony Schneider K-12 Technology Coordinator
Peggy-Ann Smith Middle School Student Services
Val Smith Elementary Student Services
Susan Steenkamp Secondary Learning Consultant
Beverly Thurber High School English
Amy Williams Middle/High School Student Services
Cheryl Williams 1st & 2nd Grade Teacher

Administrative Staff

Chris Young Principal
Joe Houston Director of Athletics
Dylan Laflam Director of Buildings & Grounds

Support Staff

Jane Linck Secretary
Bruce Prescott Custodian
Scott Reed Custodian
Nan Richardson Secretary
Christi Taylor Food Service

Office of the Superintendent of Schools, Orleans Southwest Supervisory Union

Mark Andrews Superintendent of Schools
Bill Kimball Director of Curriculum & Assessment
Grants Administrator
Carol Viens Director of Technology
Joanne LeBlanc Director of Student Services
Rita Davis Business Manager
Wendy Guyette Human Resources
Connie Bellavance Administrative Assistant
Monita Neill Administrative Assistant
Sonya Waterhouse Accounting

Contact Information

Craftsbury Academy Main Office 586-2541
Craftsbury Academy Fax 586-7524
Craftsbury Elementary School 586-9671
OSSU Superintendent's Office 472-6531

E-Mails may be sent to any OSSU staff member by using the first initial and last name @ossu.org. (cyoung@ossu.org), or to any Craftsbury staff member by using the first initial and last name (cyoung@craftsburyschools.org). If you do not hear back within one business day, please contact them by phone.

Volunteers

We acknowledge and thank the many volunteers who have given so freely of their time and effort. If it were not for their input we would be unable to offer enrichment at its present level. Thank you for your endeavors on behalf of our students. All volunteers must undergo a criminal background check in order to work in an unsupervised setting with children. Forms were included in the packets mailed home during the summer, or you may pick up forms at the Academy office.

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 <i>K-4 Progress Reports</i>	15	16	17
18	19	20	21	22 <i>VT—NEA Conference—No School</i>	23 <i>VT—NEA Conference—No School</i>	24
25	26	27	28	29	30 <i>Grades 5-12 First Term Ends</i>	31

School Rules & Interventions

All learners in the OSSU are responsible for themselves, their community, and the greater world. Craftsbury Chargers show pride in their school and take charge of learning by

- * **Promoting learning for all.**
- * **Being safe**
- * **Being a positive community member**

The following rules apply to all areas and grade levels. Teachers or other adults who supervise students will develop more specific guidelines based on the assignment.

Learning

Craftsbury Chargers promote learning when we

- * Help others to work to the best of their ability.
- * Are attentive and productive in class.
- * Make the best use of their time by working hard and staying focused on tasks.
- * Are on time to school and to each class.

Chargers may inhibit learning when we

- * Talk out in class and ignoring or defying cues from teachers.
- * Are off-task for work.
- * Are late to school, class, or in unassigned locations.

Safety

Craftsbury Chargers are safe when we

- * Ask and adult to help with safety issues
- * Are responsible for our own actions
- * Report to and remain in assigned locations
- * Are respectful to all people and property in the school.
- * Help others make good decisions.
- * Use appropriate language and strategies to communicate and resolve conflicts.

Chargers may be unsafe when we

- * Bully or harass others
- * Use materials or structures inappropriately
- * Are not under adult supervision
- * Break school rules regarding weapons, alcohol, tobacco, or other drugs..

Community

Craftsbury Chargers are positive community members when we

- * Are polite and well-mannered
- * Help others
- * Recognize others for their strengths

Chargers may not be positive community members when we

- * Care only about ourselves
- * Are rude and disrespectful to people or property

Each classroom teacher may work with students to develop more specific classroom rules based on the three rules of learning, safety, and community. The Craftsbury Schools uses a “Tiered” approach to maintaining a positive learning environment.

Tier 1: Teachers will identify for students any behavior that negatively impacts the learning environment and may assign a classroom-based intervention to stop the behavior. Classroom-based interventions including praise for positive behaviors, redirection, time-outs, teacher-administered detentions or staying after class, etc.

Tier 2: Out-of-Classroom-based interventions are used when student do not respond to Tier 1 interventions and include referring students to the planning room or in some other way removing students from the classroom environment. Parents will be notified of all out-of-classroom interventions.

Tier 3: Behavior Planning is used when students have been repeatedly unsuccessful in the classroom setting given Tier 1 & Tier 2 interventions and includes meeting as a team with parents or guardians to develop a plan that will help the student succeed in the classroom environment.

Planning Room Process

- * **First Referral** – Student reports to planning room to complete plan and/or work and is assigned 3 detentions or other age-appropriate consequence. A re-entry meeting and plan may be required.
- * **Second Referral** – Student reports to planning room to complete plan and/or work and is assigned 6 detentions or other age-appropriate consequence. A re-entry meeting must be held if the referral is from the same class.
- * **Third Referral** – Student reports to planning room to complete plan and/or work and is assigned 9 detentions or other age-appropriate consequence. A team meeting may be scheduled including parents, teachers, guidance, and the principal.
- * **Fourth and Subsequent Referrals** - Student reports to planning room to complete plan and/or work and may be assigned suspension as well. A parent meeting must be held

Students who are referred for behavior that does not comply with school rules, or any other behavior that puts the safety of themselves or others at risk, may receive immediate in-school or out-of-school suspensions. Parents will be immediately notified.

Policy

It is the policy of the Craftsbury Town School District to maintain a safe, orderly, civil and positive learning environment. In order to ensure that the school is free from hazing, harassment, bullying and other disruptive misconduct, a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures, will be utilized. The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements

November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12 <i>Early Release Day</i>	13 <i>Early Release Day</i>	14
15	16	17	18	19	20	21
22	23 <i>Teacher Professional Development</i>	24 <i>Teacher Professional Development</i>	25 <i>Thanksgiving Recess</i>	26 <i>Thanksgiving Recess</i>	27 <i>Thanksgiving Recess</i>	28
29	30					

Common Guidelines

Senior Privileges

Senior Privilege is a tradition at Craftsbury Academy. It is a way for Seniors to demonstrate their responsibility and for the faculty to demonstrate their trust in the members of the Senior Class. For a Senior at Craftsbury Academy to enjoy Senior Privilege beginning with the second quarter, he or she must

- * maintain at least an average of 70 in all classes, and
- * have a behavior record with no serious disciplinary infractions

By fulfilling these requirements, a Senior demonstrates that he or she merits the responsibility given through Senior Privileges. A senior has to meet both academic and behavior standards throughout the year in order to retain the privileges. If grades or behavior deteriorate, senior privileges will immediately be suspended until there is significant improvement.

At the end of the first quarter the teachers and principal will generate a list of those who qualify for Senior Privileges, and the principal will contact each eligible senior personally. The principal will also talk with seniors who do not qualify to explain what improvement is needed.

Lunch Guidelines

While lunch is an opportunity for students to eat, visit with friends, and get some exercise, it is also part of the school day and students are therefore expected to conduct themselves in a manner that promotes safe behavior and a positive school environment.

Guidelines for School Dress

The Craftsbury Town Schools maintain that students' attire should be clean, safe, and not distracting to the educational process in or outside the building. Shoes should be worn in the school buildings at all times. Clothing and hats that promote alcohol, drugs, tobacco, sex, or have inappropriate language must not be worn at school. Torsos must be covered at all times. All undergarments should always be covered.

Recess Guidelines

All students are expected to use recess as an opportunity to get exercise and socialize with friends within the parameters of school rules for learning and safety.

Ensuring that members of the school community are safe while at school and school functions is the school's primary responsibility.

The following procedures are mandated by school board policy. Summaries of the policies are available in the policy section of this document, and the full text policies associated with these procedures are available at the Academy office.

Bullying & Harassment

- * A report is made to a school designee (Sue Brown or Chris Young). The report may be made by a student, parent, or staff member.

- * Parents of all parties involved are notified that a report has been made that concerns their child.
- * An investigation is conducted to determine whether the behavior rises to the level of bullying or harassment.
- * A finding is issued with steps to remediate the behavior that precipitated the report.

Common Areas

All students and staff are responsible for maintaining clean and organized common areas, such as hallways and eating areas. Students should use appropriate language, respect others' property, appreciate student work displays, and walk while passing between classes or periods.

Library

The library and media centers are for students to learn how to access resources and use them to accomplish educational objectives. Students are expected to use the library for doing research work or serious study. Students who do not use time wisely, or who would benefit from more structured study time, may be required to remain in study hall rather than be allowed to use the library. Students may only use the library with the written permission of their assigned teachers in the form of a library pass. Students are expected to return books on time.

School Bus

The Craftsbury Town School District will furnish transportation to resident students who reside within the limits of the transportation system as defined by the Board. Several bus routes are available for students to use to get to school. All school rules apply from the moment a student arrives at the bus stop until the time that they are dropped off in the afternoon. Prior written permission must be given for a student to ride on a different bus or to a destination other than his/her home. Notes for K-6 students should be given to the classroom teacher and notes for 7-12 students should be turned in to the office. Students who do not comply with school rules while on the bus may lose their riding privileges, and parents will be responsible for transportation.

Automobiles

The safety of children is our primary concern. Remember when dropping off or picking up students, it is illegal to pass a school bus on the highway or in the school yard when the red lights are flashing. Students who drive to school are expected to act responsibly and safely. All cars should be parked in the school parking lot located on Dustan Field. Students and staff are not allowed to park parallel to Town Highway #1. Staff members who are required to travel as part of their duties, or those with medical issues that restrict mobility may request to park in the lot on the north end of the Common.

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 <i>K-4 1st Trimester Ends</i>	3	4 <i>Grades 5-12 Progress Reports</i>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 <i>December Recess</i>	25 <i>December Recess</i>	26
27	28 <i>December Recess</i>	29 <i>December Recess</i>	30 <i>December Recess</i>	31 <i>December Recess</i>		

Attendance

Policy

It is the policy of the Craftsbury Town School District to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning.

The Craftsbury Schools recognize that regular attendance at school is essential for students to succeed. Accurate records of attendance will be kept for all students, and parents will be notified if their child's attendance becomes a concern.

VT State Law

Vermont State Law requires that parents ensure that their children attend school regularly. Vermont school law is specific in stating that all students, regardless of age, once enrolled, shall attend school continually for the full number of days school is held unless the student is mentally or physically unable to attend. For absence of any reason, a student will be allowed to make up work missed.

Guidelines

- * A student who has accumulated five absences should produce a doctor's note in order to excuse the absences.
- * A student who has fifteen or more absences or truancies for the entire year may not be granted credit for courses, or may be considered for retention.
- * Appeals for any exception to attendance requirements will be heard by a review team composed of the principal, guidance counselor and one or more faculty members. The decision of the review team may be appealed to the superintendent.

Dismissal

- * Students are expected to remain in school for the entire day. If a student must leave the building because of illness or any other emergency, he/she must be signed out by personnel in the main office.
- * Student who must leave because of a doctor's appointment or other appointment that comes up during the day, should notify the office first thing in the morning or as soon as he/she knows of the appointment. For students who are under 18 years of age, contact must be made through parents or guardians.
- * All students leaving early will be required to sign out at the office.

Daily Absences

Parents or guardians should contact the school if a student is absent. If no contact is made, a student on returning to school must bring a note to the office from a parent/guardian explaining the reason for an absence. Absences of more than three consecutive days due to illness will require a doctor's note.

Daily Tardiness

Students and parents should plan to be on time every day. Students who are late for school will receive a tardy slip from the office before being admitted to class. For

high school students, after every two tardies, students will serve a noon-hour detention. Students who are late due to a late bus will be admitted without this procedure. Students arriving late will be charged as absent for the percentage of the time missed during the day. All students arriving late must sign in at the office.

Extended Absences

If a student has been or will be absent for more than 5 consecutive days, parents should contact the principal to discuss the circumstances of the absences. If a student will be absent due to a scheduled trip, parents should contact the principal at least five days prior to the period of absences to request a waiver of the attendance policy. The principal, after consultation with the appropriate teachers, shall determine whether the request is to be granted. Once granted, the principal will contact the teachers to provide assignments during the absence. Extenuating circumstances may be discussed with the student's teachers, guidance counselor, principal, parent, etc. Absences in excess of ten (10) consecutive school days are in violation of the statutes that pertain to compulsory attendance. For absences that have been approved in accordance with the above process, appropriate advance assignments may be provided. When assignments have been provided, the completed work must be handed in to the teacher who provided the advance assignments within five (5) days of the student's return to school. After five (5) days, credit will not be given.

Make up work

The purpose of make-up work is to keep students from falling behind in the subject matter and to ensure that they master the required material. A student will be allowed one calendar day for each day of excused absence to make up work. It is the student's responsibility to get all assignments and to make arrangements with the teacher to make up tests and quizzes. Tests announced prior to an absence which were missed during an absence will be made up on the day of return to school or as determined by the teacher. If a student fails to make up work for excused absences during the required time, he/she will receive a "0" for the work. Teachers shall allow a student to make up work for unexcused absences for instructional purposes using the time guidelines as above. Partial credit may be given at the discretion of the teacher.

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<i>1 New Year's Day</i>	<i>2</i>
<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>
<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15 Grades 5-12 End of First Semester</i>	<i>16</i>
<i>17</i>	<i>18 Teacher Professional Development</i>	<i>19</i>	<i>20 K-4 Progress Reports</i>	<i>21</i>	<i>22</i>	<i>23</i>
<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>
<i>31</i>						

Co-Curricular Activities

Co-curricular activities provide students with opportunities to explore different areas of interest and become more deeply involved in the school environment. These activities are extensions of the school's academic program, and help students attain important quality indicators such as citizenship, respect for others, problem-solving, and life-long activities. Co-curricular activities include sports, National Honor Society, Student Council, Scholars' Bowl, FHA, SADD, or any other activity determined to be extra-curricular by the administration.

Eligibility for High School Students

Eligibility defines acceptable academic levels in the Craftsbury Schools and creates a more productive and consistent learning experience for students. To be eligible for co-curricular activities, a student must maintain all grades at 70 or above.

Probational Eligibility: A student who fails to maintain acceptable academic performance (average grade of 70 in all classes) will be placed on probation, but will continue to be allowed to participate. If progress is not made, or the student continually falls below the eligibility level, he or she will become ineligible.

Ineligibility:

- * Students who fail to improve their grades by the next grade reporting session will be considered ineligible and will not be allowed to participate. In addition, any student with more than one failing grade on a grade report will be considered ineligible.
- * A probationally eligible or ineligible student may request an appeal at any time. A committee, composed of the Principal, a teacher, and two board members, will make a final decision on a discretionary basis for individual students.

Eligibility for Students in Grades K-8

Students in grades K-8 may participate in co-curricular activities as long as they maintain acceptable progress in their academic classes. Students whose grades are poor or declining due to participation in co-curriculars will be identified through the student support system and may be withheld from participation after a meeting with parents and teachers has occurred.

Attendance as applied to extra-curricular and co-curricular activities

Students must attend school in order to practice or participate in any extracurricular activity, including athletics. If a student has a legitimate reason for being absent, such as a college interview, service physical, etc., he or she will be allowed to practice or play that day provided he/she has obtained the principal's permission in advance. Students will be allowed to practice when ineligible, but not to participate in games or public events.

School Suspensions as applied to co-curricular activities

Students may not practice or participate in any athletic activity while they are suspended either in or out of school. If the suspension lasts more than one day, the student cannot participate until the total suspension has been served. This rule does not apply to students who are in the planning room because of a specific class.

Sign-Ins as applied to co-curricular activities

Students must sign in by noon in order to participate that day. If a student is ill, he or she must have a note from a parent or guardian excusing the absence and indicating that the student is physically able to participate.

Sign-Outs as applied to co-curricular activities

A student may not practice or participate in an extracurricular event if he/she signs out of school for more than four periods unless prior permission is obtained from the athletic director.

Code of Conduct

By choosing to participate in the Craftsbury Schools Co-Curricular program, students accept the additional responsibility of representing the school beyond normal school days and routines. The code of conduct as contained in the contract must be followed. Violations relating to alcoholic beverages or possession of tobacco will result at minimum in a suspension from participation in games and events for one half of the season. While representing Craftsbury Academy, students are expected to act in a responsible manner at all times. This includes refraining from the use of inappropriate language including derogatory remarks of an ethnic, racial, or gender-related nature. Students may lose the privilege of participation, depending on the severity of the incident. This decision will be made by the Athletic Director and coach or the advisor. The decision may be appealed to a committee consisting of two teachers, two students, and the principal.

Participation of Transfer Students

A transfer student is eligible at once provided he/she was a bona fide student in the school from which he/she transferred and was eligible at the time of transfer.

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12 <i>Grades 5-12 Progress Reports</i>	13
14	15	16	17	18	19	20
21	22 <i>Winter Recess</i>	23 <i>Winter Recess</i>	24 <i>Winter Recess</i>	25 <i>Winter Recess</i>	26 <i>Winter Recess</i>	27
28						

Technology

Technology Acceptable Use Policy

Craftsbury Schools support access by students to diverse information resources. It is the purpose of the Craftsbury Schools network to enhance the established school curriculum and to improve, extend and enrich teaching and learning. Within this framework, freedom of speech and access to information will be honored.

Privileges

The use of the Craftsbury Network is a privilege, not a right. Inappropriate use will result in the cancellation of this privilege. The system administrator will, based upon the guidelines established in this document and any subsequent modifications, determine what is appropriate use. Craftsbury Schools reserve the right to terminate, suspend, or otherwise limit, network access at any time for just cause. Such decisions are final. Craftsbury Schools reserve the right to inspect or review accounts and files for security purposes.

Use of Student Accounts

The use of a student account must be consistent with the educational and operational policies and procedures of Craftsbury Schools. The use of other organizations' networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of any material in violation of any United States or state statute or regulation is strictly prohibited. This includes, but is not limited to: copyrighted or trade secret material, threatening or obscene material, and criminal activity. Use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to responsible authorities. Students may not download, play games, nor listen to music on school computers.

Etiquette

Students are expected to comply with the generally accepted rules of network etiquette. Students must:

Comply with all school rules regarding behavior and personal conduct.

- * Be polite.
- * Use appropriate language.
- * Not use the system for frivolous, harassing, or inconsiderate purposes, or to disrupt another person's use of the system.

E-Mail

Priority will be given to students doing research. E-mail will be checked in study halls, not in the computer lab, unless computers are unavailable in the study hall location. In any case, no more than the first ten minutes of a study hall may be used to check email for educational purposes; email for personal use may not be conducted during school time. Instant messaging is strictly prohibited.

Reliability

Craftsbury Schools cannot be held responsible for any lost resources or damages incurred through the use of this account.

Security

Users of the system agree: 1) not to violate or attempt to violate system security, 2) intentionally interfere with system performance, or 3) access another person's account, files, or password. Individuals may be denied access to the system based upon security violations of other computer systems. Electronic mail (e-mail) is not guaranteed to be private. System administrators have access to all mail and reserve the right to monitor the use of the Craftsbury Schools Network including all e-mail.

Fee Services

Without the express permission of a sponsoring teacher, students, may not use the Craftsbury Network to access any data base, service, or download data or software which charges a fee for such service or access. A student who violates this guideline is liable for any and all charges.

Terms and Conditions

These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements. Craftsbury Schools reserve the right to modify these terms and conditions at any time. These terms and conditions shall be governed by the laws of the State of Vermont, the United States of America and the applicable policies of Craftsbury Schools.

Electronic Devices

Students may, at their own risk, bring electronic media devices to school and class. All students are subject to individual classroom rules regarding their use. Any use of such device must not be disruptive to the educational process.

Inappropriate Use of Technology

- 1st offense—Restriction of network privileges for up to two weeks
- 2nd offense—Restriction of network privileges for up to one marking period
- 3rd offense—Restriction of network privileges for up to one year.

*if the inappropriate use of technology violates other school rules as well, such as bullying or harassment, or, if the use of technology disrupts the learning environment for others, students may be assigned additional consequences, including suspension or expulsion.

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1 Winter Recess</i>	<i>2 Town Meeting Day</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
<i>7</i>	<i>8</i>	<i>9</i>	<i>10 K-4 2nd Trimester Ends</i>	<i>11</i>	<i>12</i>	<i>13</i>
<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>	<i>26 Teacher Professional Development</i>	<i>27</i>
<i>28</i>	<i>29</i>	<i>30</i>	<i>31</i>			

Health Services

Health Service Issues

The school employs a part-time nurse who oversees physical, dental, eye and ear examinations. The school nurse monitors immunization records and informs parents/legal guardians of requirements.

The nurse's office is located in Minden Hall. If a student feels ill, he/she should report directly to the nurse's office. When the nurse is not in, the student should report to the office where he or she will receive assistance from office staff.

In cases of frequent absences, the school nurse may contact the parent or legal guardian to provide assistance and suggestions if such appears warranted.

Accidents

Any accident which occurs on school property must be reported immediately to the teacher in charge, to the nurse, or to the office. If a fellow student is injured and there is no teacher present, secure help from the office. The office will inform the student's parents/legal guardians if it is necessary to take the student to the doctor or hospital.

Illness

Children should remain at home if they have a severe head cold, fever, sore throat, rash, nausea or vomiting during the night, or have any symptoms of a contagious disease. If a child becomes ill at school or is injured the child's parent or guardian will be notified and asked to take the child home. Parents who do not have a phone should give the office a phone number of a friend or relative whom we may contact in case of an emergency. If a student has a prolonged illness of more than one week or is taking an antibiotic, even if it is not taken at school, please notify the school nurse. Generally, a child needs to take an antibiotic for 24 hours before returning to school. (This is especially important with conjunctivitis (pink eye) and strep throat.) When a student has been absent for two or more weeks due to illness, a note from the child's physician is required before the student may return to school.

Pediculosis

From time to time, we have had a problem with pediculosis (head lice). The nurse will periodically check students for head lice. If a child is diagnosed with pediculosis parents will be asked to take the child home and treat him/her. Parents should check children monthly; if head lice or nits are found, the school nurse should be contacted.

Immunizations

According to state health regulations, all students must have the necessary immunizations in order to attend school. This includes diphtheria, pertussis, tetanus, polio, and MMR (measles, mumps, rubella) immunizations. HIB and Hepatitis B immunizations are also recommended for your child. When your child receives an immunization, please provide proof of the immunization for the school.

Screenings

The following screening tests are given by the nurse: hearing and vision screening tests, height and weight measurements, a blood pressure check and scoliosis screening. When there is a need for further evaluation by a physician or an eye doctor, the nurse will contact the parent/legal guardian. It is requested that the results of a doctor's evaluation be reported to the nurse.

Medication

It is recognized that some children may be unable to attend school on a regular basis unless they receive prescription medication. While it is more desirable for medication to be administered at home, there may be circumstances that require a student to receive medication during the school day. If this is true, and the school nurse or other school personnel are in any way involved in administering or monitoring the medications, procedures for both prescription and non-prescription medication must be carefully followed.

Prescriptions

There must be a current medication order and permission form on file with the school nurse. Permission forms are available at the physician's office or the school nurse's office. The form must be signed by the physician and parent/guardian. A new form for long-term medication is required at the beginning of each school year.

The medication must be brought to school in a container labeled by a pharmacy or practitioner and given to the nurse for safe keeping. The container must have the student's name, the name of the medication, the time the medication is to be given and the name of the doctor who prescribed the medication. We encourage parents to transport medication to and from school. This will protect all children from accidental ingestion of medication and prevent the medication from being misplaced or lost.

Whenever possible, please request two labeled containers from the pharmacy so that one may be kept at home and the other kept at school.

Inhalers labeled with directions for use and the student's name should be kept in the nurse's office. No medication should be carried with the student unless written instructions from his/her physician and parent/guardian to carry and self-medicate are provided to the nurse.

If a prescription is for three times a day, ask your doctor if it can be given before school, after school, and before bed. This avoids medication being transported back and forth from school and from being kept out of refrigeration (i.e. antibiotics).

Non-prescription medications

Non-prescription medications (examples: Tylenol, Advil, etc.) will be administered only after a signed permission form has been received by the school nurse.

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 <i>Grades 5-12 End of Third Term</i>	3
4	5	6	7	8 <i>Early Release— Conferences</i>	9 <i>Early Release— Conferences</i>	10
11	12	13	14	15	16	17
18	19 <i>Spring Recess</i>	20 <i>Spring Recess</i>	21 <i>Spring Recess</i>	22 <i>Spring Recess</i>	23 <i>Spring Recess</i>	24
25	26	27	28 <i>K-4 Progress Reports</i>	29	30	

General Information

Questions/Concerns/Complaints

Whenever possible, all questions, concerns or complaints should originate with the person most responsible for a situation. In most cases, a quick meeting or phone call with a teacher or coach will address most issues. If not, please contact the principal who will hear the concern and take appropriate action. If you are unsatisfied with the principal's response, please contact the superintendent of schools.

Field Trips

Teachers arrange field trips to supplement and enhance classroom instruction. Parents who would like to accompany a group may make arrangements with the teacher in charge. Board policy requires all students to have written permission from parents/legal guardians in order to participate in field trips. Attendance on field trips, including the thematic field experience, is a privilege. Teachers establish and communicate criteria and necessary preparation for field trips. Students who do not complete assignments or who do not meet the criteria will remain under adult supervision at school. If a fee is involved and a student is unable to pay, he/she should notify the teacher in advance so that other arrangements can be made. School buses or other approved means of transportation will be used for field trips. Cars driven by approved drivers may be used when necessary.

Volunteers and Work Study Students

The Craftsbury School Board recognizes the valuable contributions made to the schools by volunteers and work study students. It further recognizes that appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students

The Superintendent shall develop administrative rules and procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district, and that only volunteers and work study students who have been screened and approved by the superintendent have extended unsupervised contact with students. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Abuse Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student or serve as a volunteer.

Daily Announcements

Published daily school announcements containing notice of meetings, schedule changes, and general information are distributed to each classroom every morning by 9:30. Classroom teachers are expected to read aloud to their students all pertinent information on the announcements on a daily basis. Students and teachers must submit clearly written announcements by 7:45 a.m. Announcements concerning a club or activity meeting must be signed by a teacher/advisor.

Change in Residence, Etc.

Please inform the school of any changes in residence, mailing address, telephone numbers (home, work or emergency contact person), and relevant changes in family situations. If your child will be transferring to a school in another town, please notify the school office. Once our school is notified, the school secretary will send health and academic records to the new school.

Emergency Closings and Delayed Openings

In inclement weather **the superintendent may delay the opening of school** in anticipation of improving weather conditions. The superintendent may cancel school for the day. The principal may dismiss students early if road conditions deteriorate during the day. All changes in school schedules will be broadcast on the radio stations noted below.

The opening of school may be delayed for one or two hours and, accordingly, the buses will run one or two hours later. Radio stations WLVB (FM 93.9), WEZF (FM 92.9), WOKO (FM 98.9) and WMOO (FM 92.1) and WCAX (Channel 3) and WPTZ (Channel 5) will be notified of the late opening for their announcements. If it is decided to close school rather than to delay the opening, the announcement will be made as soon as possible. Early dismissal announcements will be broadcast as soon as the decision is made. Parents should make alternate arrangements in case of early dismissal.

Fees

Students will be asked to pay for the cost of lost books, or damaged materials, and materials consumed in specialized classes. Students may be asked to pay for field trips. The school may choose not to release final grades until all fees and fines are paid. There may be a charge for admission to certain concerts, plays and athletic events.

Fire Drills/Emergency Evacuation Drills

Title 16, section 1481 of Vermont Education Law requires every Vermont school to conduct regular fire drills and to record both the date and time of the drill. These drills are held at the discretion of the principal who gives consideration to such factors as program, weather, and health. Normally students do not remain outside the building for more than three minutes. Specific school evacuation procedures are outlined in the faculty/staff handbook.

Insurance

Parents may purchase school accident insurance policies to provide coverage for their children either for the school day or for 24 hours a day. Each student receives information and applications in the fall. These policies are not sponsored by the school system. They are contracts between the insurance company and the insured. The school system does offer assistance to parents in the filing of claims. Claim forms are available in the school office. Students who participate in sports must have accident insurance.

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<i>1</i>
<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i> <i>Grades 5-12 Progress</i> <i>Reports</i>	<i>8</i>
<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>
<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>
<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>
<i>30</i>	<i>31</i> <i>Memorial Day</i>					

General Information

Lockers

Lockers are assigned to students on a "loan" basis for the storage of school materials during the school year. Please be reminded that valuables should not be left in lockers or anywhere else unattended. If a student has an item of value that needs storage, he/she may bring it to the office for safekeeping. It is important that no valuables be stored in lockers used for physical education classes. A locker will be assigned to each student for his/her use and only his/her use. No decals, stickers or writing will be allowed on the outside of lockers. Students are encouraged to buy a combination lock and keep their lockers locked. A second key should be left with the secretaries in the office. As per Craftsbury Schools Policy #F-5, all lockers are the property of the school district and may be opened by school authorities if it is suspected that the contents may be harmful to the safety and/or well-being of the school population. Appropriate due process procedures will be employed in those instances.

Food Program

Nutritious breakfasts and lunches are available to students in grades K - 12. Meals are prepared at the Academy and delivered to the elementary school. Menus are sent home each week. Payment in advance is appreciated and makes it much easier to ensure that meal service is uninterrupted due to overdue accounts. Parents will be notified if their child's account becomes overdrawn before meal service is discontinued. No child will be denied a meal due to a negative account balance. Lunchtime milk is available to students in grades K - 12. All parents are encouraged to apply for free or reduced price meals. Information and applications for each family are sent home with students at the beginning of the school year. Forms are also available in the office. Applications for free or reduced meals may be made at any time during the school year.

Telephones

Students may use office phones with specific permission from office personnel. A coin phone is available to students outside the Academy and may only be used during non-academic time. Except in emergencies, secretaries will not call students from their classrooms to accept phone calls; however, they will deliver important messages.

Care of Textbooks/School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school, including lockers. Please remember that while you have the right to use the facilities of the school, you do not have the right to abuse them. Those found littering may be assigned a detention period cleaning up a designated area. Students and parents shall be held responsible for damage to school property caused by negligent and/or malicious intent. Disciplinary action will be initiated when appropriate, and police may become involved.

Use of School Facilities

Craftsbury School buildings will, to the extent economically feasible, be made available to civic organizations and groups within the town of Craftsbury. All requests

for use of the school must be made through the school office, and the representative of the group requesting the use of the facilities must complete a facility use form.

Valuables

The school system assumes no responsibility whatsoever for goods or valuables belonging to pupils, personnel, or visitors whether or not the items are in places designated for safekeeping or elsewhere in the buildings or on the grounds. Large sums of money or other valuables should be left at home. If this proves impractical on occasions, such items should be turned in to the main office for safekeeping during the normal school day. Theft is a serious offense and will result in appropriate school disciplinary action in addition to possible criminal charges. The State Police will be contacted.

Visitors

All visitors, both student and adult, must report to the office immediately upon arrival and receive permission to visit. Visitors will only be permitted if they have legitimate business and the visit does not disrupt the normal operation of the school.

- * Parents/legal guardians and community members are welcomed and encouraged to visit the school. Please call to arrange a visit.
- * Students wishing to bring a visitor to school must arrange permission with the principal prior to the day of the visit. Unauthorized visitors will be sent home.

Pick-Up/Drop-Off

Parent/guardians who are transporting students should not drop them off before 7:45 a.m. If this is not possible, please contact the principal to make different arrangements. No formal supervision exists at the Village School or Academy before 7:45 a.m. in the morning.

If your child/children are to be picked up by someone other than yourself or the person who usually picks them up, a note must be submitted to the classroom teacher explaining the situation before the child will be released for that pick-up.

Homework

Homework provides a means of extending a student's classroom experience. Homework assignments should relate to classroom learning and are designed to fulfill one or more of the following purposes:

- Strengthen basic skills and give extra practice on work that has been introduced in class.
- Extend and enhance school-learned knowledge and skills.
- Reinforce study habits.
- Develop initiative, responsibility, and self-direction.
- Stimulate independent thinking.
- Increase the range and scope of student interests.

June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 <i>175th Day for Students</i>	15 <i>Teacher Professional Development (following students' last day)</i>	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

School Board Policies

Student Records, Rights and Responsibilities

Parents/legal guardians and students 18 years of age and older have the right to access personally identifiable information. An appropriate form must be completed from the office. Access to student information is governed by the Family Education Rights and Privacy Act, which sets requirements for the protection of privacy of parents and students.

A parent has the right of access to educational records concerning only his or her child. On request, a parent has the right to know the location of personally identifiable information. A parent has the right to a copy of a student's educational records for the standard copy fee. A parent has the right to request the amending of the educational record of his or her child. A parent has the right to challenge the educational record of his or her child.

A parent is assured that parental permission will be obtained prior to disclosure to any other educational agencies serving the child. Parents are assured that each agency possessing personally identifiable information will safeguard it.

Bullying & Harassment

The Craftsbury Schools are committed to providing a safe and supportive environment in which all people are treated with respect. Harassment is illegal and will not be tolerated. The Prevention of Harassment, will be strictly enforced in order to assure that all people in our school are safe and respected.

Harassment can be something spoken, written or physical that is done to a person and is based on that person's race, creed, color, national origin, marital status, sex, sexual orientation or disability. Harassment can harm a person's access to education. It can also create a hostile environment in the school.

Bullying is any act or combination of acts directed against a student by another student or group of students that is repeated over time, intended to ridicule, humiliate, or intimidate, and occurs during the school day, on school property, or at a school sponsored event.

If you feel you have been harassed, you should contact any member of the staff or administration. The full policy and procedures are available on the Craftsbury Schools website, or at the Academy office.

Weapons

It is the policy of the Craftsbury Town School District to maintain a positive, safe, secure learning and working environment. It is also the intent of the Board of School Directors to comply with the Vermont Education Law (Title 13, section 4003,4004) and Federal Gun Free School Act of 1994, and Act No. 35 of the 1995 session of the Vermont General Assembly. A weapon means a firearm, knife, incendiary device, or other object which may be used to inflict bodily harm. Any student judged to be in violation of this policy will be suspended for up to 10 days and will face an expul-

sion hearing with the school board. With permission from the principal or his/her designee when the weapon will be used for a school sanctioned demonstration or an educational or cultural purpose, such weapon will be locked in the principal's office when not in use.

Substances: Alcohol and Drug Abuse

The Craftsbury School Board's policy (F-10) on Drug and Alcohol Abuse prohibits the use, possession, distribution and sale of alcohol, tobacco, other drugs, or any substance portrayed as a drug or any device associated with these substances in school and in all buildings and grounds owned, operated, or rented by the Craftsbury School District or at any school-sponsored activity. When a student recognizes that he/she has a problem with alcohol, tobacco, and/or other drug abuse and chooses to do something about this problem by referring him or herself to a staff member, school staff members shall support the student to the extent they can without jeopardizing the interests of other students.

Alcohol or Other Drug Possession

- * 1st offense - 5-10 day suspension and ineligibility in extracurricular activities for up to one year.
- * 2nd offense – Expulsion*

Alcohol or Other Drug Use or Suspicion of Use

- * 1st offense - 5-10 day suspension and ineligibility in extracurricular activities for up to one year.
- * 2nd offense – Expulsion*

*Consequences may be reduced or held in abeyance if the student and family agrees to participate in education and/or cessation programs.

Substances: Smoking/Possession of Tobacco Products

Due to the serious health threat posed by the use of cigarettes and tobacco products to both users and those in the immediate vicinity, the use of these substances is prohibited on school property or in the school building at any time. Federal law prohibits the use of tobacco products in public buildings. Vermont law prohibit persons less than 18 years of age from possessing tobacco products. Violation can result in confiscation of the tobacco product and civil penalty of \$25.00. Failure to pay the penalty can result in suspension of the person's operating license for 90 days.

Tobacco Product Possession and/or Circumstantial Smoking

- * 1st offense – development of a plan and a call home
- * 2nd offense – 1 day ISS and police may be notified
- * 3rd offense – 2 days ISS and police may be notified

Tobacco Use

- * 1st offense – 1 day of ISS and completion of smoking education program
- * 2nd offense – 2 day suspension, police may be notified, and the student will be encouraged to enroll in a smoking cessation program
- * 3rd offense – 5 day home suspension, police notification, and parental conference

School Board Policies

Directory Information

The following information may be publicly divulged without parental permission: student name, address, date of birth, parents and custodians name and address, grade-level classification, degree and awards received, official activities and sports, weight and height of members of athletic teams, dates of attendance, and date separated. Parents and eligible students have the right to refuse to permit the designation of any or all these categories as public information by giving written notice of such refusal to the principal.

Federal law requires us to provide upon request of military recruiters or an institution of higher learning access to secondary (9 – 12) school students names, addresses and telephone listings. A student or the parent of the student may request that the student's name, address and telephone listing may not be released without prior written parental consent, provided the request is received within two weeks of the opening of school.

Animal Dissection

It is the intent of the Orleans Southwest Supervisory Union School District to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. Students enrolled in District schools shall have the right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect, vivisect or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.

AIDS OR HIV

The evidence is clear that the risk of transmitting Human Immunodeficiency Virus (HIV) is extremely low in school settings when proper guidelines are followed. The presence of a person living with HIV infection or diagnosed with acquired immunodeficiency syndrome (AIDS) poses no significant risk to others in school, daycare, or school athletic settings. HIV is not transmitted through casual contact and, therefore, is not reason in itself to treat individuals having or perceived as having HIV differently from other members of the school community. HIV is a bloodborne pathogen and is treated as such in the same manner as any other bloodborne pathogen. Craftsbury Town School District shall strive to protect the safety and health of children and youth in its care, and its employees, recognizing:

- the rights of students and employees with HIV;
- the importance of maintaining confidentiality regarding the medical condition of any individual;
- the importance of an educational environment free of significant risks to health; and
- the necessity for HIV education and training for the school community and the community-at-large.

Home study students

In accordance with Act 119 of the 1998 Vermont legislative session it is the policy of the Craftsbury Town School District to encourage home study students to participate in courses, programs, activities, and services and use school educational materials and equipment. Close communications between home study students and their local public schools are encouraged to promote the benefits of joint participation.

Wellness

It is the policy of the Craftsbury Town School District that the school establish goals for nutrition education, physical activity and other school based activities that are designed to promote student wellness. With the objective of promoting student health and reducing childhood obesity, the district will also establish nutrition guidelines for all foods available at school during the school day.

Professional Development

It is the policy of the Craftsbury Town School District to support the important connection between educator professional development and improved student achievement and assure that professional and para-professional staff members broaden their knowledge and skills in order to contribute effectively to the achievement of the goals and strategies articulated by the school action plan.

English Language Learners

It is the policy of the Board to ensure that national origin minority students who are English Language Learners (ELL) have meaningful access to school programs.

Grade Advancement

It is the policy of the Craftsbury Town School District to assure all students are progressing in their educational program and have reached a standard of achievement necessary for satisfactory progress in the next grade. Special education students who are working under an Individual Education Plan are excluded from this policy and will be promoted or retained in accordance with their IEP.

Professional Development

It is the policy of the Craftsbury Town School District to support the important connection between educator professional development and improved student achievement and assure that professional and para-professional staff members broaden their knowledge and skills in order to contribute effectively to the achievement of the goals and strategies articulated by the school action plan.

School-Parent Compact

Policy

It is the policy of the Craftsbury Town School District to encourage and support the involvement of parents in their children's education. Together, we help students meet our school-wide expectations to

- **Promote learning for all**
- **Be safe**
- **Be a positive member of the community**

To do so,

The Craftsbury school district will strive to

- Provide an academic program that is challenging and meaningful and based on research and best-practice
- Provide a safe environment for learning.
- Be a positive place for students to learn.
- Communicate with families on a continuing basis

We encourage all parents at Craftsbury Schools to

- Communicate and work with teachers and the school's staff to support and challenge their child.
- Read to their children or encourage them to read on their own for pleasure
- Attend parent/teacher conferences to discuss their child's progress
- Assist their children with their homework assignments on a regular basis
- Help their children to resolve conflicts in positive ways.
- Respect school staff and the cultural differences of others.
- Send their children to school properly dressed, prepared to learn and on time.

Craftsbury Schools students are expected to

- Attend school regularly.
- Work hard to do their best in class and on schoolwork.
- Read and complete homework assignments.
- Help to keep school safe.
- Respect and cooperate with other students and adults

Craftsbury schools staff agrees to be positive role models in our school community and

- Use research-based instructional strategies.
- Communicate in a positive manner with the children and adults
- Respond to concerns in a timely and professional manner
- Build on strengths.
- Engage in lifelong learning.
- Support school wide events.
- Promote self-esteem.
- Use technology
- Devote time beyond the regular school day for planning and preparation